

APPLICATION FOR RECORDS RETENTION SCHEDULE

GEORGIA DEPARTMENT OF HUMAN RESOURCES
OFFICE OF ADMINISTRATIVE SERVICES
RECORDS MANAGEMENT UNIT

For instructions on completing this form contact DHR Records Management Unit, 47 Trinity Avenue, Atlanta, Georgia 30334. Phone - (404) 656-4976 GIST: 221-4983

DHR		1. GEORGIA DEPARTMENT OF HUMAN RESOURCES		ARCHIVES AND HISTORY	
Application Date February 2, 1981		Office of Regulatory Services Laboratory Licensure & Development Section 618 Ponce de Leon Ave., N.E. - Room 111 Atlanta, Georgia 30308		Application Number 81-79	
Application Number DHR 81-3				Date Received FEB 3 1981	Date Completed FEB 6 1981
2. Person to Contact Miss Rochelle Wishom		Working Title Secretary - Principal		Telephone Number 894-5847	
. Action Requested a. <input checked="" type="checkbox"/> Establish Retention Schedule; record will continue to accumulate. b. <input type="checkbox"/> Dispose of present accumulation; no further accumulation anticipated. c. <input type="checkbox"/> Amend Application No. _____ Check One: <input type="checkbox"/> Change; <input type="checkbox"/> Supersede; <input type="checkbox"/> Void					
. Dates of Series earliest 1973 to present		5. Records Series Title (followed by title used in office, if different) Laboratory Licensure Fee Receipt Files			
. Division and Office Function What is the function of the Division and the Office in which this record series is created? <p>The Office of Regulatory Services has the responsibility to provide for the supervision and management of the Department's regulatory and quality control functions including medical care facilities, laboratory facilities, and child-caring and child-placing agencies and facilities; to insure objectivity in these activities; to facilitate communication and coordination; to enhance the Department's ability to develop Policy on regulatory activities and move to a standardized approach for enforcement; to facilitate the development of interpretative guidelines and a consistent approach to interpretation of regulations; and to provide a mechanism to assist in the development of plans for future regulatory/quality assurance functions where needed.</p> <p>The Laboratory Licensure and Development Unit has the responsibility to promote and support the State-wide Laboratory Improvement Program for meeting the needs of the Laboratory Licensure Law through on-site visits to individual hospitals and independent laboratories, proficiency testing and continuing education to upgrade the quality of services.</p>					
. Records Series Description This file contains the following documents (include form numbers and titles, if any): Attach samples of the file. Documents relating to: maintaining records of fees received for licensing medical laboratories and the directors of those laboratories. Included are: forms (Licensure Schedule) — & listing of facilities surveyed for a particular month for licensing for a given period - shows name of facility and Region, date application received, amount received, check number and date, notification to Regional Director, date licensed mailed, receipt number, and comments; form 5163 (Receipt <u>FACS</u>) to transfer amount collected by Laboratory Licensure & Development to DHR Office of Financial Services for month shown - shows reference and code numbers needed for the FACS system; form (Laboratory License Receipts) a listing for a given month of fees paid for Laboratory Director License - shows check number, date, name and city, amount, and comments; and related correspondence. The computer printout, FACS Report No. 427-2210 shows monthly amount received by Office of Financial Services from Laboratory Licensure and Development Section. The file is arranged : alphabetically by name of laboratory.					
. Monthly Reference Rate One to six months old _____ ; Seven to twelve months old _____ ; Thirteen to twenty-four months old _____ ; twenty-five months and older _____ ? needed only for documentation of receipts issued for fees					
9. Annual Rate of Accumulation of Records Letter-size drawers .05 ; Legal-size drawers _____ ; Shelves _____ ; Other (Specify) _____ /received					

YES NO 10. Questionnaire (Place an "X" in the proper column)

	X	a. Is this the official copy of the series? If not, where is it? DHR Office of Financial Services
	X	b. Does the series contain confidential information requiring security handling? If yes, cite law or regulation.
	X	c. Is this a vital record?
	X	d. Does this series have historical or long term research value?
	X	e. When one or two documents in the file make it necessary to keep the entire file for a long period, could these documents be scheduled separately?
	X	f. Is the information contained in this series ever published? If yes, attach copy.
	X	g. Is the information contained in this series ever analyzed and/or recorded in a summarized report? If yes, attach copy. included in FACS Report 2210
	X	h. Is there a duplication of this series in your office, or in another office or agency? If yes, where? DHR Office of Financial Services holds record copy
	X	i. Is this series (or a major portion of it) regularly microfilmed?
X	I	j. Does the record series result in a computer printout? included in FACS Report 2210

11. Retention Requirements

The following requires the series to be kept:

- | | | | |
|--------------------------|--------------|-----------------------------------|-----------------|
| a. State Law | _____ years. | d. Audit period | _____ years. |
| b. Statute of limitation | _____ years. | e. Administrative need | <u>1</u> years. |
| c. Federal law | _____ years. | f. Federal retention instructions | _____ years. |

Attach copy or excerpt of laws or regulations. Explain administrative need.

12. Approved Disposition Instructions This agency recommends that the file series be cut off at the end of &:

☒ Calendar Year; ☐ Fiscal Year; ☐ Other _____ then,

☒ Hold in the current files area _____ month(s) 1 year(s); then

☐ Transfer to local holding area; hold _____ year(s); then

☐ Transfer to State Records Center; hold _____ year(s); then

☒ Destroy

☐ Transfer to State Archives for permanent retention.

☐ Other (Specify)

DHR Office of Financial Services has record copy of this files series -- Approved Schedule No. 78-187 applies for disposition & Approved Schedule No. 80-71 applies for FACS Report 2210
(copy of both schedules attached)

These instructions apply to all prior and future accumulations of the series.

Agency Head/Designee (Signature)	Date	Records Management Officer (Signature)	Date
<i>Ralph F. Alford</i>	<i>1/29/81</i>	<i>Elizabeth W. Crank</i>	<i>1/28/81</i>
Ralph F. Alford, Director		Elizabeth W. Crank, CRM	
Laboratory Licensure and Development Section		State Records Committee (Signature)	Date
Recommendations in paragraph 12 are approved.	State Auditor/Designee	<i>[Signature]</i>	<i>2-5-81</i>
(If disapproved, attach letter of explanation.)	Secretary of State/Designee	<i>Caryall Hart</i>	<i>2-4-81</i>
	Attorney General/Designee	<i>[Signature]</i>	<i>2-6-81</i>